



Publication 131

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Withholding Income Tax Filing and Payment Requirements

The information in this publication is current as of the date of the publication. Please visit our web site at **tax.illinois.gov** to verify you have the most current revision.

This publication is written in the plain English style so the tax information is easier to understand. As a result, we do not directly quote Illinois statutes and the Illinois Administrative Code. The contents of this publication are informational only and do not take the place of statutes, rules, and court decisions.

About this publication

This publication is about reporting and paying Illinois Withholding Income Tax. You need to know this information if you are an employer or withholding agent. Public Act 95-8 became effective January 1, 2008. This new law created three different due date schedules and every employer has been assigned to one of the three. Household employers should refer to Publication 121, Illinois Income Tax Withholding for Household Employees, instead of this publication.

The objectives of this publication are to explain

- how and when to pay, and
- how and when to file your returns.

Related publications: This publication, along with Publication 130, Who is Required to Withhold Illinois Income Tax, replaced Booklet IL-700, Illinois Payroll/Withholding Income Tax Returns and Instructions. See Booklet IL-700-T, Illinois Withholding Income Tax Tables, to calculate withholding.

For information or forms

- Visit our web site at **tax.illinois.gov**
- Call **1 800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**
- Call our 24-hour Forms Order Line at **1 800 356-6302**

Contents

What are my payment and filing requirements?	2
When are my due dates?	2
Can my due date schedule change during the year?	2
How may I file or pay?	2
Semi-weekly due date example.....	3
Monthly due date example	4
Annual due date example.....	4

Taxpayer Bill of Rights

You have the right to call the Department of Revenue for help in resolving tax problems.

You have the right to privacy and confidentiality under most tax laws.

You have the right to respond, within specified time periods, to department notices by asking questions, paying the amount due, or providing proof to refute the department's findings.

You have the right to appeal department decisions, in many instances, within specified time periods, by asking for department review or by taking the issue to court.

If you have overpaid your taxes, you have the right, within specified time periods, to a credit (or, in some cases, a refund) of that overpayment.

For more information about these rights and other department procedures, you may write us at the following address:

Problems Resolution Office
Illinois Department of Revenue
PO Box 19014
Springfield, IL 62794-9014

General Information

What are my payment and filing requirements?

Each year, we will tell all registered taxpayers which one of the three due date schedules they are assigned to: semi-weekly, monthly, or annual. You must use the due date schedule we assign to you.

Note Taxpayers who are assigned to the annual due date schedule should use the Form IL-941-A, Illinois Yearly Withholding Income Tax Return, to file **and pay** their withholding tax.

Payment and filing requirements are determined by the total tax withheld during the "look-back" period, which is the one-year period ending on June 30 of the immediately preceding calendar year. (For example, for calendar year 2008, the look-back period was July 1, 2006, through June 30, 2007.)

Taxpayers who, during the look-back period, reported

- more than \$12,000 are assigned to the semi-weekly due date schedule.
- more than \$1,000, but no more than \$12,000, are assigned to the monthly due date schedule.
- \$1,000 or less are assigned to the annual due date schedule.

Note There are exceptions. The monthly due date schedule is assigned to newly registered taxpayers and to those who would qualify for the annual due date schedule, but are not in good standing with the department.

When are my due dates?

Your tax due dates depend on what schedule we assigned to you. The due date schedules are listed at the top of the next column.

Note If you are assigned to the semi-weekly due date schedule, Illinois follows the federal rule that allows you at least 3 banking days to make your payments after you withhold tax.

For example: If you withhold tax on a Friday and Monday is a holiday, your payment is due on Thursday rather than Wednesday.

Withholding income tax is not considered withheld until the date you pay your employees.

Due Date Schedules

Semi-weekly (frequent)	
You must	By
Pay using EFTPS, TaxNet, FSET, EFT, or a Payment Coupon (IL-501)	Wednesday for amounts withheld on the preceding Wednesday, Thursday, or Friday, and Friday for amounts withheld on the preceding Saturday, Sunday, Monday, or Tuesday
File using TaxNet, FSET, or Form IL-941	The last day of April, July, October, and January

Monthly	
You must	By
Pay using EFTPS, TaxNet, FSET, EFT, or a Payment Coupon (IL-501)	15th of each month for amounts withheld the preceding month
File using TaxNet, FSET, or Form IL-941	The last day of April, July, October, and January

Annual	
You must	By
File and Pay using EFTPS, TaxNet, FSET, EFT, or Form IL-941-A	January 31 of the following year for amounts withheld the entire preceding year

Special reporting needs: When your tax withheld is from two different quarters, you must send us separate payments. Be sure to identify the quarter to which each payment applies. Otherwise, we will apply your payments to one quarter only.

Can my due date schedule change during the year?

- ◆ If you are assigned to the semi-weekly due date schedule, your schedule will not change.
- ◆ If you are assigned to the annual or monthly due date schedule and you exceed \$12,000 in withholding during any quarter, you must begin to use the semi-weekly due date schedule for the following quarter, the remainder of the year, and the subsequent year.

If you are assigned to the annual due date schedule, you must file a return by the last day of the month following the end of the quarter in which you exceeded \$12,000 in withholding, reporting and paying all amounts you have withheld through the end of that quarter.

Note It is the taxpayer's responsibility to use EFTPS, TaxNet, FSET, EFT, or call us so we can issue a new withholding coupon booklet.

How may I file or pay?

We encourage taxpayers to use one of the following **electronic** services. Use

- 1) **EFTPS** to make your Illinois withholding payments and federal employment tax payments in one transaction. You may use EFTPS to make your payment regardless of how you file. Visit **eftps.gov** to sign up.
- 2) **TaxNet** to file and pay your Illinois withholding tax and/or Illinois Unemployment Insurance and Wage Reports (UI-3/40). Visit our web site to enroll.
- 3) **Federal/State Employment Taxes Program (FSET)** if you are a large employer, you can file and pay your Illinois withholding and federal employment taxes through a payroll service provider or your own software. Visit our web site for software specifications.
- 4) **EFT** has two payment options. **ACH credit** instructs your financial institution to transfer funds from your account to ours. **ACH debit** is your instruction to us to take the payment from your account. To make EFT payments, you must complete Form EFT-1, Authorization Agreement for Electronic Funds Transfer.

Electronic payments: If your annual tax liability exceeds \$200,000, you must use an electronic payment method.

Coupon booklets: If we assigned you to the semi-weekly or monthly due date schedule, we will mail you a coupon booklet containing

- 1) Form REG-16, Illinois Business Name and Address Change Form,
- 2) Payment Coupons (Form IL-501), Withholding Payment Coupon, and
- 3) Form IL-941, Illinois Quarterly Withholding Income Tax Return.

If you use a payroll service provider, you may not receive a coupon booklet.

Annual filers: If we assigned you to the annual due date schedule, we will mail you a letter with your personalized Form IL-941-A, Illinois Yearly Income Tax Return at the bottom of the letter.

Semi-weekly due date example

This example reflects tax year 2008 and should be adjusted in subsequent years.

We assigned ABC Corporation to the semi-weekly due date schedule. ABC Corporation pays its employees every two weeks on Friday. Shown below are the withholding income tax (WIT) payment and filing due dates for the entire year.

Quarter 1

	<i>Payday</i>	<i>Your WIT payment is due</i>
January	Friday, January 4	Wednesday, January 9
	Friday, January 18	Thursday, January 24 (Monday, January 21 holiday)
February	Friday, February 1	Wednesday, February 6
	Friday, February 15	Thursday, February 21 (Monday, February 18 holiday)
	Friday, February 29	Wednesday, March 5
March	Friday, March 14	Wednesday, March 19
	Friday, March 28	Wednesday, April 2

Quarter 1 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Wednesday, April 30**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 2

	<i>Payday</i>	<i>Your WIT payment is due</i>
April	Friday, April 11	Wednesday, April 16
	Friday, April 25	Wednesday, April 30
May	Friday, May 9	Wednesday, May 14
	Friday, May 23	Thursday, May 29 (Monday, May 26 holiday)
June	Friday, June 6	Wednesday, June 11
	Friday, June 20	Wednesday, June 25

Quarter 2 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Thursday, July 31**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 3

	<i>Payday</i>	<i>Your WIT payment is due</i>
July	Thursday, July 3 (Friday, July 4 holiday)	Wednesday, July 9
	Friday, July 18	Wednesday, July 23
August	Friday, August 1	Wednesday, August 6
	Friday, August 15	Wednesday, August 20
	Friday, August 29	Thursday, September 4 (Monday, September 1 holiday)
September	Friday, September 12	Wednesday, September 17
	Friday, September 26	Wednesday, October 1

Quarter 3 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Friday, October 31**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 4

	<i>Payday</i>	<i>Your WIT payment is due</i>
October	Friday, October 10	Thursday, October 16 (Monday, October 13 holiday)
	Friday, October 24	Wednesday, October 29
November	Friday, November 7	Thursday, November 13 (Tuesday, November 11 holiday)
	Friday, November 21	Wednesday, November 26
December	Friday, December 5	Wednesday, December 10
	Friday, December 19	Wednesday, December 24

Quarter 4 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Monday, February 2**. All payments should be made using EFTPS or EFT (or Form IL-501).

Monthly due date example

This example reflects tax year 2008 and should be adjusted in subsequent years.

We assigned DEF Corporation to the monthly due date schedule. DEF Corporation pays its employees every two weeks on Friday. Shown below are the withholding income tax (WIT) payment and filing due dates for the entire year.

Quarter 1

	<i>Payday</i>	<i>Payday</i>	<i>Your WIT payment is due</i>
January	Friday, January 4	Friday, January 18	Friday, February 15
February	Friday, February 1 Friday, February 29	Friday, February 15	Monday, March 17
March	Friday, March 14	Friday, March 28	Tuesday, April 15

Quarter 1 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Wednesday, April 30**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 2

	<i>Payday</i>	<i>Payday</i>	<i>Your WIT payment is due</i>
April	Friday, April 11	Friday, April 25	Thursday, May 15
May	Friday, May 9	Friday, May 23	Monday, June 16
June	Friday, June 6	Friday, June 20	Tuesday, July 15

Quarter 2 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Thursday, July 31**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 3

	<i>Payday</i>	<i>Payday</i>	<i>Your WIT payment is due</i>
July	Thursday, July 3 (Friday, July 4 holiday)	Friday, July 18	Friday, August 15
August	Friday, August 1 Friday, August 29	Friday, August 15	Monday, September 15
September	Friday, September 12	Friday, September 26	Wednesday, October 15

Quarter 3 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Friday, October 31**. All payments should be made using EFTPS or EFT (or Form IL-501).

Quarter 4

	<i>Payday</i>	<i>Payday</i>	<i>Your WIT payment is due</i>
October	Friday, October 10	Friday, October 24	Monday, November 17
November	Friday, November 7	Friday, November 21	Monday, December 15
December	Friday, December 5	Friday, December 19	Thursday, January 15

Quarter 4 is complete. Use TaxNet or FSET (or Form IL-941) to file your **quarterly return by Monday, February 2**. All payments should be made using EFTPS or EFT (or Form IL-501).

Annual due date example

This example reflects tax year 2008 and should be adjusted in subsequent years.

We assigned GHI Corporation to the annual due date schedule. GHI Corporation pays its employees every two weeks on Friday. Shown below are the paydays and payment and filing due date for the entire year.

<i>Payday</i>	<i>Payday</i>	<i>Payday</i>	<i>Payday</i>
January Friday, January 4 Friday, January 18	April Friday, April 11 Friday, April 25	July Thursday, July 3 (Friday, July 4 holiday) Friday, July 18	October Friday, October 10 Friday, October 24
February Friday, February 1 Friday, February 15 Friday, February 29	May Friday, May 9 Friday, May 23	August Friday, August 1 Friday, August 15 Friday, August 29	November Friday, November 7 Friday, November 21
March Friday, March 14 Friday, March 28	June Friday, June 6 Friday, June 20	September Friday, September 12 Friday, September 26	December Friday, December 5 Friday, December 19

The entire year is complete. Use EFTPS, TaxNet, FSET, EFT, or Form IL-941-A to file and pay your **annual return by Monday, February 2 of the following year**.